

# Town of Barrington, New Hampshire

<b>Title:</b>	Summer Camp Arts & Crafts Coordinator	<b>Department:</b>	Parks and Recreation
<b>Supervisor:</b>	Assistant Director of Recreation	<b>Wage Range:</b>	\$10.00-\$11.00
<b>Initiated:</b>		<b>Last Revised:</b>	2/19/13

## Job Summary

Under the general supervision of the Assistant Recreation Director, the Arts & Crafts Coordinator is responsible for pre-planning of daily activities as well as inventory & ordering of new supplies.

## Summary of Essential Job Functions

- Keep a notebook of lesson plans, activities, inventory, and ideas as a resource for future instructors.
- Prepare a list of supplies and equipment needed for your planned activities, if they are not on hand, and submit list to Assistant Director.
- Plan 8 weeks of activities appropriate to the age level and ability of each child. Campers range in age from 6-12.
- Create daily arts & crafts activities for campers, including stay back days.
- Create examples of each crafts, in advance, for the campers to use as a guide.
- May be required to attend field trips and supervise a group of participants.
- Arts & Crafts Coordinator is required to adhere to all guidelines outlined in the Summer Camp Employment Manual.
- May be required to lift items that weigh more than 25 lbs.

## Minimum Qualifications

- High School or GED diploma required.
- 2 or 4 year college degree in related field preferred.
- Specialized skills in arts and crafts and working with school aged youth
- Prior experience working with children is required.
- Excellent organizational and communication skills are required.
- Experience supervising staff.
- CPR/First Aid Classes required.
- Subject to background check.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.